



NATIONAL COMMUNICATIONS SYSTEM  
OFFICE OF THE MANAGER  
WASHINGTON, D.C. 20305

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26 SEP 1968

MEMORANDUM FOR NCS REPRESENTATIVE, STATE  
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NCS REPRESENTATIVE, USIA

SUBJECT: Task 2-4, NCS Standard Data Elements and Codes

1. Enclosed is a summary of a meeting between members of the Task 2-4 Working Group and Representatives of the NCS Major Operating Agencies. The meeting was convened in order to establish procedures for the working group which would be acceptable to the NCS Operating Agencies.
2. Please note that reference is made in the enclosure to the need for source material which contains data elements used by NCS Operating Agencies. The shortage still exists and the task working group is handicapped because of it. Therefore, your submission of data is solicited. The address for the submission of the material is Chairman, Task 2-4 Working Group, Office of the Manager, NCS, Navy Service Center, Arlington, Virginia 22204.
3. Your comments concerning the enclosure and submission of data elements for use by your agency are requested.

Enclosure

Memo for Record,  
dtd 3 Sep 68

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Copy To:

Capt Hiller  
DCA, Code 600

*Emmett R. Reynolds*  
EMMETT R. REYNOLDS  
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